

ATZG-PA (215-2)

MEMORANDUM FOR DMWR

SUBJECT: SOP, Control and Dispatch of NAF Vehicles

1. PURPOSE. To prescribe a uniform procedure for control and dispatch of all NAF vehicles operated by DMWR personnel.

2. DEFINITIONS.

a. Daily maintenance. Daily checking and correcting measures taken by the motor vehicle operator on the following items: gas, battery, oil level, radiator level, tires, horn, wipers, lights, and brakes.

b. After operation care. Securing all windows, doors, returning keys to key box for proper securing by controlling agent, sweeping and cleaning as needed (interior and exterior).

3. REFERENCE. AR 215-1, Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities.

4. POLICY.

a. No NAF motor vehicle will be operated by DMWR personnel without a properly authorized vehicle daily log (see encl 1) in the possession of the operator. All operators must carry a current and valid driver's license at all times while operating NAF vehicles.

b. All vehicle operators must attend the Defense Driving Course within 90 days of appointment.

c. NAF owned vehicles will be used only for official business.

d. All vehicles will receive state inspection and be maintained in safe operating condition.

e. Program managers will designate, in writing, the controlling agent for all vehicles of the program. If no one is so designated, the program manager is the controlling agent.

5. GENERAL.

a. Purchase of gasoline will be done by charge purchase only, record of purchase will be maintained by the controlling agent.

b. Maintenance, other than operator's maintenance, will be the responsibility of the controlling agent. A biweekly record of maintenance checks will be made using the form at enclosure 2.

c. Drivers will prescribe to all state and local regulations while operating NAF vehicles and will be responsible for any traffic violations.

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d. Any accidents, minor or major, will be reported to the controlling agent ASAP.

e. A vehicle maintenance monitor will be appointed by the DMWR to monitor coordinate the overall maintenance program for DMWR NAF vehicles.

6. RESPONSIBILITIES.

a. The controlling agent is responsible for the control of all program area motor vehicles. He/she will assure vehicles are properly dispatched, cleaned by the operators, and maintained in safe mechanical condition. The controlling agent will also maintain the required records.

b. Program managers are responsible to assure proper utilization is made of vehicle(s) and for complying with the provisions of this procedure. They will also assure that only licensed, dependable employees operate NAF motor vehicles.

c. Operators of motor vehicles will read this procedure. They are responsible for maintaining their state driver's license in a current status and for carrying out the daily and after-operation maintenance described in this procedure.

d. The vehicle maintenance monitor will:

(1) Maintain records on all vehicles to assure timely completion of state inspections, oil changes, and other routine requirements.

(2) Inspect records maintenance by controlling agents.

(3) Inspect vehicles for unreported damages, unsatisfactory daily maintenance, or other neglect.

(4) Recommend to the DMWR reassignment of vehicles between activities based upon changing mission requirements, vehicle and/or records maintenance failures, etc.



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Acting DMWR

- 2 Encl
1. Operator/Vehicle Daily
Log Form
2. BiWeekly NAF Vehicle
Maintenance Check

[illegible]

BI-WEEKLY NAF VEHICLE MAINTENANCE CHECK